

POSITION DESCRIPTION

1. Agency PDCN 80293000

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced) Replaces PD 80162000 AC Mech Sup WS8852-14		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	13. Competitive Level 14. Agency Use ENL

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Aircraft Maintenance Supervisor	WS	8801	14	HDW	8 Jan 99

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - ANG Flying Wing	c. Third Subdivision - Logistics Group d. Fourth Subdivision - AC Generation or Maint Division e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature	Date	Signature	Date
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21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards. Typed Name and Title of Official Taking Action H. DEAN WADE Personnel Management Specialist Signature // signed // Date 8 Jan 1999	22. Standards Used in Classifying/Grading Position USOPM FWS Job Grading for Supervisors, Dtd Dec 92 USOPM JGS for Aircraft Mechanic, WG-8852, Dtd Feb 69 Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
 Released from NGB-HRP-WC, CRA 99-1001

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located in one of two major divisions within the Logistics Directorate (Logistics Group) of an Air National Guard Flying Wing. Its purpose is to provide overall direction and coordination of subordinate work activities within one of three major work functions (Aircraft Generation Division, and the Equipment Maintenance and the Component Repair Branches of the Aircraft Maintenance Division. All three work functions are organized with a number of subordinate supervisors due to the scope, volume, and complexity of operations. The work involves the total maintenance of complex, high performance military aircraft, ranging from multi-purpose heavy, multi engine transports to the most modern sophisticated fighters and bombers. All aircraft are fully integrated in and are part of the Total Force Mission of the United States Air Force. Occupations supervised are somewhat similar, in that they all involve maintenance of assigned aircraft to ensure combat readiness; they are dissimilar in their organizational location, as well as the functional areas, occupational series, and the diversity and complexity of systems for which each function is responsible. The occupation and non-supervisory grade which best reflects the overall work operations supervised is Aircraft Mechanic, WG-8852-10.

b. DUTIES:

(1) Planning: Plans the overall allocation of personnel, funding and equipment resources to the organizational segments supervised to accomplish work operations which, because of their scope, volume, complexity, operational tempo, and total force integration must be planned on a annual or longer basis. Because of the Total Force Mission integration with the USAF, keeps unit assigned Air National Guard mission aircraft in combat ready status and able to be fully integrated with USAF aircraft and missions upon activation and regular contingency operations, in addition to daily training and support missions. Plans work on an annual or multi year basis, to include: aircraft and aircraft system modifications (Time Change Technical Orders), maintenance equipment and facilities update and modernization, deployment and mobility planning, human resources and financial forecasting, recurring Air Force mandated inspection requirements, mission and weapons systems changes, contingency planning relating to carrying out the military mission of the wing, and the development of policies and procedures in the accomplishment of the work. Significant but shorter requirements involve daily, weekly, and quarterly planning. Analyzes work plans developed by subordinate supervisors for accomplishment of assigned directives. Determines status of work accomplished in relation to future demands, including unanticipated or emergency requirements mandating reallocation of resources as required. Provides higher level management and/or leadership information on status of work projects, budget estimates, changes in equipment, facilities, techniques etc. for mission planning purposes. Evaluates potential impact of improved technologies on existing programs and practices and recommends proposed changes to cognizant authority. Participates fully with higher level management and staff organizations in interpreting changing environmental requirements to include work techniques, specification changes, standard improvements, modifications to organizational structures, mission alignments and changes, equipment modernization, facility requirements and improved work flow processes. Functions as an integral member of unit's planning process, serving as the responsible technical resource for a maintenance division. Has national level impact, attending future systems road map planning conferences such as Product Improvement Working Group (PIWG), System Supportability

Review (SSR) and Systems Safety Group (SSG) meetings as an Air National Guard subject matter expert.

(2) Work Direction: Coordinates and directs the work of units supervised. Assigns and explains work requirements to subordinate supervisors and sets deadlines. Balances workload for subordinate work groups. Promotes economical and efficient work operations. Analyzes production, cost and personnel utilization records and makes adjustment in operations to correct problems. Prepares and/or provides inputs to operating instructions and initiates work plans to be followed by subordinate workers in accomplishing critical or emergency work projects. Spot checks work operations to assure production and quality standards are achieved. Coordinates work operations with other organizations and functions. Encourages employees to achieve management goals.

(3) Administration: Recommends promotion or reassignment of subordinate supervisors and reviews personnel actions prepared by them. Makes formal appraisal of supervisors' work performance and reviews employee appraisals submitted by them. Determines long range and supervisory training needs for all levels of subordinates developing resource options, justifications and methods to accomplish training. Uses various management tools and computer technologies to ensure effective control of work activities. Chairs production meetings to set priorities in accomplishing the scheduled maintenance plan. Promotes and administers such programs as cost reduction, incentive awards, suggestions and quality assurance. Ensures that regulations governing safety and housekeeping are observed. Assures that subordinate supervisors carry out such programs as labor management and equal opportunity. Schedules and approves leave. Ensures that position descriptions are accurate and that position management principles are followed. Assures that appropriate production reports and administrative records are maintained. Acts on personnel problems referred by subordinate supervisors. Hears and resolves grievances and ensures proper corrective action is taken.

(4) Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

(5) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises, and Operations Other Than War (OOTW). May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment or to serve as a team member on boards to cope with natural disasters or civil emergencies.

(6) Performs other duties as assigned.

c. RESPONSIBILITY:

Supervisor provides general instructions for the accomplishment of assigned work operations within the limits of policies and basic production schedules set by management officials. Completed work is evaluated for effective and economical use of personnel, equipment, materials and methods to meet production goals and quality standards. This position functions at the highest level of wage supervision in the organization.

d. PHYSICAL EFFORT:

Work involves climbing, stooping, standing, bending, stretching and working in tiring and uncomfortable positions. Requires moderate to strenuous physical exertion. Lifts equipment and components weighing from 20 to 50 pounds, and may be required to lift items weighing up to 100 pounds with assistance from other workers or materials handling equipment.

e. WORKING CONDITIONS:

Works inside and outside, in inclement weather, on icy, wet and slippery ramps, aircraft surfaces and work stands and in temperature extremes. Subject to the dangers from exposure to toxic fumes, high pressure air and fluids, fast actuating metal aircraft surfaces (landing gears, speed brakes, missile doors and flaps), engine noise, heat blast, intake suction, rotating propellers, explosive munitions, electrical voltage, cartridge actuating devices, liquid oxygen/nitrogen, fire or explosion of aircraft fuels, lubricants, paints and solvents.

EVALUATION STATEMENT

- A. Title, Series, and Grade: Aircraft Maintenance Supervisor, WS-8801-14
- B. References:
1. USOPM Federal Wage System Job Grading for Supervisors, Dtd December 1992.
 2. USOPM Job Grading Standard for Aircraft Mechanic, WG-8852, Dtd February 1969
- C. Background: In February, 1995, Position Description Release CRA95-1002 identified the reorganization of Aircraft Maintenance to establish the Aircraft Generation Division as directed by the Air Force. The subject position was established in the Aircraft Generation Division as well as in the Aircraft Maintenance Division, Equipment Maintenance and Component Repair Branches. This new position description updates and clarifies the work requirements which were previously identified and which are now aligned with the position, primarily in the area of work planning. This is associated with an increased operational tempo which results from increasing reliance on the Air National Guard by the Air Force in carrying out the world-wide Total Force Mission.
- D. Occupational Code, Title, and Grade Determination:
1. Occupational Code: This position supervises work in a variety of occupational groups and series devoted to the maintenance, repair, and overhaul of unit assigned combat aircraft, their systems, equipment, and components. No one series clearly dominates the work of the total operation. The wide variety of work skills demands broader technical skills on the part of this position than one specialized code would suggest. The Aircraft Overhaul Group, WG-8800, identifies the mixture of work better than any other group. Within that group, the WG-8852 occupational code includes work involving a variety of airframe systems, components and assemblies, but even that series does not capture the extent and variety of the work skills supervised. Because of the wider range of work direction found in the job than is understood in the WG-8852 series, the 01 code of the WG-8800 group is determined more adequately reflect the multitude of work operations and skills required. The WS-8801 occupational code is determined appropriate for the position.
 2. Title: Supervisory jobs are identified by the job title of the occupation selected for the code determination followed by the "Supervisor" designation. OPM has not prescribed a title for the WG-8801 occupation; the title is left to the agency. The title determined to most identify the work responsibilities of the position is: Aircraft Maintenance Supervisor.
 3. Grade: The grading plan for wage grade supervisors consists of three factors: Nature of Supervisory Responsibility, Level of Work Supervised, and Scope of Work Operations Supervised.
 - a. Factor I. Nature of Supervisory Responsibility is further broken down into three areas of concern: Planning, Work Direction, and Administration.
 - (1) This position exercises significant authority and influence in the organization which is derived from extensive involvement in the unit aircraft over a

substantial period of time. This position possesses significant 'blue collar' experience in the aircraft through various journey and supervisory positions. This experience and formal technical training are critical in the understanding, planning and establishing of extensive long range work requirements and schedules. There is a substantial and critical involvement with the planning and scheduling of combat aircraft which are expected to be combat ready and available to carry out the unit's Total Force mission on an immediate basis. Such planning considers local inspections requirements, aircraft and equipment modifications of varying degrees, depot maintenance away from home station, Air Force and ANG taskings, emergency stand down of aircraft for inspections/repair, daily training requirements, joint unit mission requirements, contractor testing of modifications, etc. Scheduling is routinely done from a multi year basis down to daily requirements. With the complexity of the aircraft, and the numerous and diverse systems on the aircraft, work planning clearly and substantially exceeds situation #3, and meets situation #4.

(2) Work Direction fully meets that described in situation #3. It is the same as that in situation #4.

(3) Administration work found in, and required by the position fully meets all aspects of situations #2 through #4 discussed by the grading criteria..

- b. Factor II. Level of Work Supervised concerns the level and complexity of work operations and their effect on the difficulty and responsibility of the supervisor's job. Inclusion for consideration is all work for which the supervisor is accountable. Excluded from consideration is support work, work graded on supervisory or lead work covered by their respective standards, and work that is graded based on extraordinary independence from supervision.

Based on these noted exclusions, credit is not given for any supervisory or leader positions, as well as small shop chief positions which result in a grade additive to the journey grade level. Excluded also is the grade of the Crew Chief positions. Of those positions that remain, several positions involved with electronics maintenance and repair are graded above the WG-10 level, the grade level characteristic of the remaining positions. These positions may involve fifteen to twenty percent of the organization, and are technically supervised by first level supervisors which are subordinates to this position. It is noted, however, that workers at these higher grade levels are required to operate within levels of independence and skill which is not usually typical of the remainder of the workforce. Technical review of their work is centered on subordinate supervisory positions one or more levels below the incumbent position.

In evaluating the responsibilities of the total job, it is determined that the occupation and highest level of nonsupervisory work supervised, and the work which best reflects the primary purpose of the organization supervised is WG-8852-10.

- c. Factor III. Scope of Work Operations Supervised considers supervisory responsibilities in terms of three subfactors: Scope of Assigned Work Function and Organizational Authority, Variety of Functions, and Workforce Dispersion.

(1) Scope of Assigned Work Function and Organizational Authority covers the purpose of the job in the organization, the extent and nature of the job's

authority, and the importance of the job's decisions. Level A-3 discusses second or higher supervisory and decision making authority for a portion of a mission requirement, a match for this position and its location in the Aircraft Generation or Aircraft Maintenance Divisions. Work of the position requires the utilization of several subordinate supervisors and leaders. Working relationships are structured among the several subordinate working groups. There are formal and established methods for scheduling and assigning work among the shops. Assignments are carried out through subordinate supervisors. Incumbents of this job make interpretive decisions within program limits established by higher local levels. Level A-4 is not met by this position. One significant weakening factor precluding allocation of Level A-4 is that the position functions under the immediate supervision of an Aircraft Logistics Officer to the extent that it functions virtually as a full assistant to this GS position, directing and overseeing the work of the division to which they are assigned. Level A-3 is met, allocating 75 points.

- (2) Variety of Functions discusses the difficulties of supervising work functions which may vary. The standard discusses as similar or related to be those which have a common or related body of knowledge, tools, skills, and work procedures. It further provides examples of commonality, one of which discusses two positions associated with aircraft maintenance. With the breakout of work among the three organizational entities where this position is assigned, there is a demonstrated commonality of work operations, i.e. aircraft equipment maintenance, aircraft component repair, and aircraft generation. Additional consideration, however, is made to the extent of variety in such areas as avionics, gun systems, missile maintenance, etc. which go beyond the commonality of "aircraft". In this case, the aircraft is the delivery platform for ordnance and missiles extraneous to the aircraft. However, the position is equally involved with supervisory duties in these other areas of expertise. This subfactor is rated to meet Level B-4 and is allocated 60 points.
 - (3) Workforce dispersion evaluates difficulty associated with work which is not collocated. In ANG aircraft maintenance, subordinates are located in the same general or contiguous area, in close proximity to the aircraft. It is determined that no points are allowable for this subfactor.
 - (4) Using the Factor III point conversion chart, with Subfactor A yielding 75 points, Subfactor B credited with 60 points, and no point credit supported for Subfactor C, Level C (115-135 points) is determined to be met by this evaluation.
- d. The final grade for the position is determined by grading tables found in the standard. Using guidance provided therein, Grading Table for Supervisory Situation 4 (see Factor 1) is used. Factor II determines a base level of work supervised to be WG-10, and Factor III provides scope of work operations supervised to be Level C. Based on the criteria, the position equates to the WS-14 grade level. There are no strengthening or weakening factors.

E. Final Classification: Aircraft Maintenance Supervisor, WS-8801-14

Classifier: H. Dean Wade, NGB-HR Classification Division

Date: 8 January 1999

FWS SUPERVISORY GUIDE
POSITION EVALUATION SUMMARY

FACTOR I: Nature of Supervisory Responsibility

Supervisory Situation (1-4):

#4

FACTOR II: Level of Work Supervised

Step 1. Occupation:

WG-8852

Step 2. Credited Level of Work Supervised (Non-supervisory):

WG-10

FACTOR III: Scope of Work Operations Supervised

	Level	<u>Points</u>
Subfactor A: Scope of Assigned Work Function & organizational Authority:	A-3	75
Subfactor B: Variety of Functions Supervised:	B-4	60
Subfactor C: Geographic Dispersion:		

SUMMARY:

TOTAL POINTS: 135

LEVEL: C

FINAL CLASSIFICATION: Grading Table for Supervisory Situation 4, Base Level of Work Supervised (Factor II) of WG-10, and Scope of Operations Supervised (Factor III) of "C" equate to Aircraft Maintenance Supervisor WS-8801-14.

REMARKS:

CLASSIFIER: H. Dean Wade, NGB-HR Classification Division

DATE: 8 Jan 1999

